

EPA Official Record

Mail ID: 786631371c6a44a599081056399d0126
From: Aoyama, Joyce
To: Wells, Mike
Copy To: Ripley, Denise
Delivered Date: 08/23/2013 02:28 PM EDT
Subject: RE: confidentiality of travel records, bank card receipts

Mike,

Travel and Purchase card records are covered by the Privacy Act (EPA -29) and must be locked as a separate system (locking shelf with access only for Travel /purchase preparers, etc.) if they are in the DFA because all records people would have access to it.

If they are kept at the preparer's desk, they would have a need to know, so just the card key for EPA space is sufficient. I hope that answers your question.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Wells, Mike
Sent: Wednesday, August 21, 2013 1:39 PM
To: Aoyama, Joyce
Cc: Ripley, Denise
Subject: confidentiality of travel records, bank card receipts

Joyce—can you confirm that travel records and receipts and Bank card receipts are not considered confidential (so, would for example not need additional locking w/in the future secure ECL DFA)? I believe in both cases only parts of the card #'s etc. show up. In contrast, we are locking up the timekeeping records. I believe this is due to PII and employee #'s.

Thanks.

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